ST/AI/218/Rev.16

UNITED NATIONS

NUMERICAL INDEX

TO

ADMINISTRATIVE ISSUANCES

November 1994

INTRODUCTION

1. The present numerical index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject-matter, all issuances at United Nations Headquarters which are current as of 31 October 1994. This publication is issued annually, together with a subject index, under the symbol ST/AI/218/-.

2. Each issue comprises the following three sections:

(a) ST/SGB/- series. These bulletins establish Financial Rules, Staff Rules, the organizational structure of the Secretariat and other important decisions of policy. They are issued in the name of the Secretary-General and remain in effect from a given date until specifically superseded or amended;

(b) ST/AI/- series. These instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically superseded or amended;

(c) ST/IC/- series. These circulars deal with matters of general but one-time interest, matters of general interest for a specific period, informational material or requests for staff cooperation.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in section A does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided on the following page and returning it to Administrative Issuances, Department of Administration and Management, at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to Administrative Issuances, Department of Administration and Management, room A-6030, United Nations, New York, NY 10017.

NUMERICAL AND SUBJECT INDICES
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NUMERICAL INDEX TO ADMINISTRATIVE ISSUANCES

A. SECRETARY-GENERAL'S BULLETIN (SERIES ST/SGB/-)

Symbol	Date issued	Subject	Remarks
ST/SGB/ Financial Rules/1/ Rev.3 (1985)	3/1985	Financial Regulations and Rules of the United Nations (series 100)	Annex: Additional terms of reference governing the audit of the United Nations
ST/SGB/ Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Regulations/ Rev.22	29/7/93	Staff Regulations	
Rev.22/Amend.1	1/1/94		
ST/SGB/Staff Rules/Appendix D/ Rev.1	1/1/66	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	See also ST/AI/120/Rev.2
Rev.1/Amend.1	8/1/76		
ST/SGB/Staff Rules/1/Rev.7	26/2/90	Staff Rules	Rules 101.1 to 112.8
Rev.7/Corr.1	2/7/90		
Rev.7/Amend.1	31/10/90		
Rev.7/Amend.2	25/7/91		
Rev.7/Amend.3	1/1/93		
Rev.7/Amend.4	1/1/94		
ST/SGB/Staff Rules/2/Rev.7	25/5/90	Staff Rules applicable to technical assistance project personnel	Rules 200.1 to 212.7
Rev.7/Corr.1 (English only)	3/8/90		
Rev.7/Amend.1	20/11/91		
Rev.7/Amend.2	1/1/93		
ST/SGB/Staff Rules/3/Rev.5	1/1/94	Staff Rules governing conference and other short-term service	Rules 301.1 to 312.6

Symbol	Date issued	Subject	Remarks
ST/SGB/UNEF/2/ Rev.2	30/12/60	Financial Rules for the Special Account for the United Nations Emergency Force	
ST/SGB/UNFICYP/1	25/4/64	Regulations for the United Nations Force in Cyprus	
ST/SGB/UNHHSF/ Financial Rules/3 (1978)	1/78	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/UNIDF/ Financial Rules/4 (1982)	19/11/82	Special annex for the United Nations Industrial Development Fund (series 400) to the Financial Regulations and Rules of the United Nations (series 100)	
ST/SGB/PPBME Rules/1 (1987)	3/87	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SGB/ Organization*	6/89	Organization Manual of the Secretariat - Contents/ Introduction	Supersedes ST/SGB/ Organization, sects. A and B. See also ST/SGB/150/Rev.1, ST/SGB/170 and Add.1, ST/SGB/248, ST/SGB/257, ST/SGB/264, ST/SGB/271 and ST/SGB/273; ST/AI/239 and ST/AI/346; ST/ADM/SER.A/1778

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* Does not fully reflect current organizational restructuring. Detailed statements of the functions and organization of these offices will be issued in due course. Secretary-General's bulletins ST/SGB/248, ST/SGB/249, ST/SGB/257, ST/SGB/258, ST/SGB/264, ST/SGB/265, ST/SGB/271 and ST/SGB/273 provide further information in this regard.

Symbol	Date issued	Subject	Remarks
ST/SGB/ Organization Section:			
C/Rev.1	1/12/80	Executive Office of the Secretary-General	See also ST/SGB/249
CHR	21/7/93	Centre for Human Rights	Supersedes ST/SGB/ Organization, sect. S/Amend.2 and Add.1/Amend.1 and ST/SGB/194. See also ST/SGB/258
CHR/Corr.1	16/8/93		
D/Rev.1	9/76	Office of the Under-Secretaries-General for Special Political Affairs	See also ST/SGB/248, ST/SGB/249 and ST/SGB/258
DAM/FOD	3/12/92	Field Operations Division	Supersedes ST/SGB/185. See also ST/SGB/264
DDA	2/8/88	Department for Disarmament Affairs	Supersedes ST/SGB/ Organization, sect. AA. See also ST/SGB/199, ST/SGB/248, ST/SGB/249 and ST/SGB/258
DPI/Rev.1	21/10/93	Department of Public Information	See also ST/SGB/187, ST/SGB/257 and ST/SGB/258
ESCWA/Rev.1	6/10/94	Secretariat of the Economic and Social Commission for Western Asia	See also ST/SGB/258
F/Rev.3	1/12/80	Office of the Under-Secretary-General for Political and General Assembly Affairs	See also ST/SGB/195, ST/SGB/248, ST/SGB/249 and ST/SGB/258
I	1/74	Department of Political and Security Council Affairs	See also ST/SGB/248, ST/SGB/249 and ST/SGB/258
I/Amend.1	7/8/74		
I/Amend.2	27/1/75		
I/Amend.3/Rev.1	1/12/80		

Symbol	Date issued	Subject	Remarks
ST/SGB/ Organization Section:			
K(I)/Rev.1	11/7/83	Secretariat of the Economic Commission for Europe	See also ST/SGB/265
K(II)	10/75	Secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/249
K(III)	3/76	Secretariat of the Economic Commission for Latin America	Renamed Economic Commission for Latin America and the Caribbean. See also ST/SGB/208
K(IV)/Rev.1	10/10/83	Secretariat of the Economic Commission for Africa	See also ST/SGB/258
L	5/76	Secretariat of the United Nations Conference on Trade and Development	
N/Rev.2 N/Rev.2/Corr.1 N/Rev.2/Amend.1	29/2/84 4/4/84 23/7/84	Office of the United Nations Disaster Relief Coordinator	See also ST/SGB/248, ST/SGB/249 and ST/SGB/251
O/Rev.1	8/77	Secretariat of the United Nations Environment Programme	See also ST/SGB/258
OLA	17/10/89	Office of Legal Affairs	Supersedes ST/SGB/Organization, section. H/Rev.2. See also ST/SGB/248
ORCI	3/10/88	Office for Research and the Collection of Information	See also ST/SGB/225; ST/SGB/248, ST/SGB/249 and ST/SGB/258
P P/Corr.1	3/76 9/76	Department of Administration and Management	See also ST/SGB/248, ST/SGB/258, ST/SGB/264, ST/SGB/270, ST/SGB/271 and ST/SGB/273

Symbol	Date issued	Subject	Remarks
ST/SGB/ Organization Section:			
P(I)	4/76	Office of Financial Services	See also ST/SGB/196/Rev.1, ST/SGB/211, ST/SGB/223, ST/SGB/270, ST/SGB/271 and ST/SGB/273
P(I)/Corr.1	9/76		
P(II)	6/75	Office of Personnel Services	See also ST/SGB/224 and ST/SGB/271
P(III)	1/74	Office of General Services	See also ST/SGB/182, ST/SGB/191, ST/SGB/241 and ST/SGB/271
P(III)/Amend.2	9/4/76		
P(III)/Amend.3	24/6/76		
P(IV)/Rev.1	29/3/77	Administrative Management Service	See also ST/SGB/100, ST/SGB/138, ST/SGB/155 and ST/SGB/273; ST/AI/226 and Amends.1-2 and ST/AI/261
P(V)/Rev.1	18/12/81	Internal Audit Division	See also ST/SGB/273
P(V)/Rev.1/ Corr.1	30/3/82		
P(VI)	3/76	Electronic Data Processing and Information Systems Service	See also ST/SGB/170, annex
Q/Rev.2	1/5/83	Department of Conference Services	See also ST/SGB/248, ST/SGB/257 and ST/SGB/271
Q/Rev.2/Corr.1	14/10/83		
S	2/76	United Nations Office at Geneva	See also ST/SGB/186, ST/SGB/189 and ST/SGB/258
S/Corr.1	3/77		
S/Amend.1	26/1/77		
SPQRCDT/OCN	24/2/89	Department for Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia	Supersedes ST/SGB/Organization, sect. E/Rev.1, sect. J and Amend.1 and sect. U. See also ST/SGB/248, ST/SGB/249 and ST/SGB/258

Symbol	Date issued	Subject	Remarks
ST/SGB/ Organization Section:			
T/Rev.2	26/5/83	United Nations Centre on Transnational Corporations	See also ST/SGB/248 and ST/SGB/258
UNDCP	27/7/93	United Nations International Drug Control Programme	See also ST/SGB/240
W	3/76	Office of the United Nations High Commissioner for Refugees	
WFC	18/10/91	Secretariat of the World Food Council	Supersedes ST/SGB/Organization, sect. V
X	5/76	Secretariat of the Third United Nations Conference on the Law of the Sea	See also ST/SGB/248
Y	6/77	United Nations Relief and Works Agency for Palestine Refugees in the Near East	
Z	1/4/82	United Nations Office at Vienna	See also ST/SGB/175, ST/SGB/218 and ST/SGB/249
Annex I	6/76	Secretariat boards and committees	
Annex I/ Amend.2	4/6/82	Claims Board	See also ST/AI/149/Rev.4; ST/IC/1991/71 and Add.1
Annex I/ Amend.3	26/4/83	Publications Board	Supersedes ST/SGB/Organization, Annex I/Amend.1
Amend.3/ Corr.1	19/5/83		
Annex II	7/77	Units servicing inter-agency boards and committees	
Annex III	7/77	Units servicing voluntary programmes	

Symbol	Date issued	Subject	Remarks
ST/SGB/ 100	14/4/54	Issuance of Secretary-General's bulletins, administrative instructions and information circulars	See also ST/AI/218/Rev.16 and Add.1 and ST/AI/226 and Amends.1-2
103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	See also ST/AI/119
107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
114 114/Add.1	13/11/58 2/5/60	Service with United Nations missions	See also ST/SGB/165; ST/AI/245; ST/IC/1992/26 and ST/IC/1993/23
119 119/Amend.1	30/7/59 10/63	Regulations for the United Nations medal	
125/Rev.1 125/Rev.1/ Amend.1 125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
126 126/Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
127 127/Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	

Symbol	Date issued	Subject	Remarks
ST/SGB/			
129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
132	1/67	United Nations Flag Code and Regulations	
134	8/8/67	United Nations Social Defence Research Institute	
135	26/12/69	Access to League of Nations archives	
136	1/2/71	Preservation and disposition of gifts and historical items	See also ST/AI/267 and ST/AI/380
138	22/3/71	Implementation and follow-up of the recommendations resulting from the manpower utilization surveys	See also ST/ADM/SER.A/1336
144	28/12/73	In-service training and career development for Secretariat staff	
144/Rev.1 (French only)	28/12/73		
150/Rev.1	1/6/77	Changes in the functions and organization of Secretariat units	See also ST/AI/346
151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1
152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
153	7/10/76	Transfer of the United Nations Sahelian Office to the United Nations Development Programme	

Symbol	Date issued	Subject	Remarks
ST/SGB/ 154	8/3/77	Equality of men and women in the Secretariat	See also ST/SGB/253; ST/AI/379; ST/IC/1992/67
155	6/4/77	Management improvement programme in the Secretariat	See also ST/AI/261
156	21/6/77	Documentation for the Fifth Committee	
160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/249/Rev.3 and Amend.2 and ST/AI/342
161	23/3/78	Establishment of the Department of International Economic and Social Affairs	See also ST/SGB/223, ST/SGB/248 and ST/SGB/258
162	23/3/78	Establishment of the Department of Technical Cooperation for Development	See also ST/SGB/178, ST/SGB/248 and ST/SGB/258
163	23/3/78	Establishment of the Office of Secretariat Services for Economic and Social Matters	See also ST/SGB/248 and ST/SGB/258
164	22/11/82	Establishment of the Administrative Review Unit	
165	24/4/78	Transfer and assignment	See also ST/SGB/114 and Add.1; ST/AI/245; ST/IC/1992/26
166	18/5/78	Establishment of a career development system	See also ST/SGB/267; ST/AI/277, ST/AI/301 and Add.1, ST/AI/358 and Amend.1 and ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1
168	12/10/78	Establishment of the United Nations Centre for Human Settlements (Habitat)	

Symbol	Date issued	Subject	Remarks
ST/SGB/			
170	29/12/78	Organizational nomenclature in the Secretariat	
170/Add.1	30/6/80		
171	14/2/79	Reimbursement of taxes imposed on partial lump-sum withdrawals from the Joint Staff Pension Fund	
172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
173	29/8/79	Competitive examinations for promotion to the Professional category of staff members from other categories	See also ST/AI/360/Rev.1 and Corr.1 (English only); ST/AI/396 and Add.1-2
175	28/4/80	United Nations Office at Vienna	See also ST/SGB/Organization, sect. Z, ST/SGB/218 and ST/SGB/249
176/Rev.2	4/4/91	Staff-Management Coordination Committee	
177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/AI/295, ST/AI/296, ST/AI/297 and ST/AI/327
178	30/6/80	Department of Technical Cooperation for Development	See also ST/SGB/162, ST/SGB/248 and ST/SGB/258
179	11/12/80	Standards of conduct	See also ST/ADM/SER.A/277; ST/IC/82/13 and ST/IC/89/2
182	5/1/81	Office of General Services	See also ST/SGB/Organization, sect. P(III) and Amends.2-3, ST/SGB/191, ST/SGB/241 and ST/SGB/271

Symbol	Date issued	Subject	Remarks
ST/SGB/			
184	12/1/82	Documentation for meetings	
184/Add.1	24/2/82		
186	22/2/82	Reorganization of the administrative services in the United Nations Office at Geneva	See also ST/SGB/Organization, sect. S and Corr.1 and Amend.1
187	26/2/82	Transfer of the Centres Administrative Unit from the Office of General Services to the Department of Public Information	See also ST/SGB/Organization, sect. DPI/Rev.1
188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
189	1/4/82	Reorganization of the Conference Services Division of the United Nations Office at Geneva	See also ST/SGB/Organization, sect. S and Corr.1 and Amend.1
191	10/5/82	Office of General Services	See also ST/SGB/Organization, sect. P(III) and Amends. 2-3, ST/SGB/182, ST/SGB/241 and ST/SGB/271
192	16/6/82	United Nations garage	See also ST/AI/349; ST/IC/85/65, ST/IC/86/14 and Add.1, ST/IC/86/49 (para. 2) and ST/IC/1994/4
195	11/8/82	Redesignation of the Special Unit on Palestinian Rights	See also ST/SGB/Organization, section F/Rev.3 and ST/SGB/248
196/Rev.1	20/3/85	Establishment of a Central Monitoring Unit	See also ST/SGB/223 and ST/SGB/273

Symbol	Date issued	Subject	Remarks
ST/SGB/ 197	1/12/82	United Nations Centre on Transnational Corporations	See also ST/SGB/Organization, sect. T/Rev.2, ST/SGB/248 and ST/SGB/258
198	10/12/82	Security, safety and independance of the international civil service	See also ST/AI/299
199	17/12/82	Transformation of the Centre for Disarmament into the Department for Disarmament Affairs	See also ST/SGB/Organization, sect. DDA and ST/SGB/248
200/Rev.1	1/10/92	Joint Advisory Committee at Headquarters	See also ST/IC/1994/37
201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
202	15/9/83	Conduct of staff members in relation to the General Assembly	
205	14/6/84	Regional Commissions Liaison Office	
207/Rev.1	16/12/87	Official United Nations travel to and representation at conferences and meetings	See also ST/AI/133 and ST/AI/319
208	13/12/84	Economic Commission for Latin America and the Caribbean	See also ST/SGB/Organization, sect. K(III)
209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
210	22/1/85	National competitive examinations	
211	20/3/85	Establishment of a Central Evaluation Unit	See also ST/SGB/223 and ST/SGB/273

Symbol	Date issued	Subject	Remarks
ST/SGB/ 212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
213/Rev.1	30/4/91	Designation of staff members performing significant functions in financial management, personnel management and general administration	
214	17/1/86	International Research and Training Institute for the Advancement of Women	
215	17/1/86	Financial situation of the Organization	See also ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68
216	7/3/86	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232, ST/SGB/237 and ST/SGB/252
216/Add.1	27/3/89		
216/Add.2	30/4/91		
216/Add.3	23/3/92		
216/Add.4	11/6/93		
217	20/3/86	Financial situation of the Organization	See also ST/SGB/215 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68
218	26/3/86	Conversion of the United Nations Industrial Development Organization to specialized agency status and consequent effect on the United Nations Office at Vienna	

Symbol	Date issued	Subject	Remarks
ST/SGB/ 220	15/10/86	First report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/216 and Add.1-4, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232, ST/SGB/237 and ST/SGB/252
222	22/12/86	Financial situation of the Organization	See also ST/SGB/215 and ST/SGB/217; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68
223	13/2/87	Office for Programme Planning, Budgeting, Monitoring and Evaluation	See also ST/SGB/270, ST/SGB/271 and ST/SGB/273
224	13/2/87	Office of Human Resources management	See also ST/SGB/271
225	1/3/87	Office for Research and the Collection of Information	See also ST/SGB/Organization, sect. ORCI, ST/SGB/248, ST/SGB/249 and ST/SGB/258
226	11/5/87	Second report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/227, ST/SGB/229, ST/SGB/232, ST/SGB/237 and ST/SGB/252
227	2/11/87	Third report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See above

Symbol	Date issued	Subject	Remarks
ST/SGB/ 229	16/11/88	Fourth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/232, ST/SGB/237 and ST/SGB/252
230	8/3/89	Resolution of tort claims	
231	20/6/89	Establishment of a Senior Advisory Board on Services to the Public	
232	28/11/89	Interim report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/237 and ST/SGB/252
233	4/1/90	Establishment of a Senior Planning and Monitoring Group for Peace-keeping Operations	
237	18/3/91	Fifth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229, ST/SGB/232 and ST/SGB/252
240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/Organization, sect. UNDCP; ST/AI/388
241	26/6/91	Organization of the Secretariat: Office of General Services	See also ST/SGB/Organization, section. P(III) and Amends. 2-3, ST/SGB/182, ST/SGB/191 and ST/SGB/271

Symbol	Date issued	Subject	Remarks
ST/SGB/ 242	26/6/91	United Nations archives and records management	See also ST/AI/326 and Corr.1
245	5/12/91	Technological Innovations Board	Supersedes ST/SGB/219 and Corr.1 and Add.1-3. See also ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/355, ST/AI/359, ST/AI/361; and ST/AI/386; ST/IC/1990/8, ST/IC/1991/4, ST/IC/1991/57, ST/IC/1992/14, ST/IC/1992/50 and ST/IC/1994/23
247	6/2/92	Temporary suspension of recruitment	
248	16/3/92	Restructuring of the United Nations Secretariat	See also ST/SGB/150/Rev.1, ST/SGB/249, ST/SGB/258, ST/SGB/264, ST/SGB/271 and ST/SGB/273; ST/AI/346
249	16/3/92	Changes in the top echelon	See also ST/SGB/248, ST/SGB/258, ST/SGB/265 and ST/SGB/271
251	22/7/92	Establishment and operation of the Central Emergency Revolving Fund	
252	20/10/92	Sixth report of the Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/216 and Add.1-4, ST/SGB/220, ST/SGB/226, ST/SGB/227, ST/SGB/229 and ST/SGB/232; ST/AI/382
253	29/10/92	Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment	See also ST/AI/379; ST/IC/1992/67

Symbol	Date issued	Subject	Remarks
ST/SGB/ 257	26/1/93	Organization of the Secretariat: Department of Public Information	See also ST/SGB/Organization, sect. DPI/Rev.1
258	11/3/93	Changes in the top echelon	See also ST/SGB/249, ST/SGB/265 and ST/SGB/271
259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387; ST/IC/1992/42, ST/IC/1992/80 and ST/IC/1993/20 and Amend.1
264	13/9/93	Organization of the Secretariat: Department of Peace-keeping Operations	See also ST/SGB/248 and ST/SGB/258
265	28/10/93	Changes in the top echelon	See also ST/SGB/249; ST/SGB/258 and ST/SGB/271
266	5/11/93	Senior Review Group for the filling of posts at the Director (D-2) and higher levels	See also ST/AI/392
267	15/11/93	Placement and promotion	See also ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1
268	23/11/93	Office for Inspections and Investigations	Superseded by ST/SGB/273
269	10/1/94	Secure telecommunications equipment	
270	14/1/94	Advisory Panel on Management and Finance	See also ST/SGB/223
271	5/8/94	Reorganization of the Department of Administration and Management	See also ST/SGB/Organization, sect. P and Corr.1
272	9/8/94	Security of information	See also ST/AI/341; ST/IC/81/38

Symbol	Date issued	Subject	Remarks
ST/SGB/ 273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/AI/397
274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172

B. ADMINISTRATIVE INSTRUCTIONS (SERIES ST/AI/-)

Symbol	Date issued	Subject	Remarks
ST/AI/ 52	25/6/48	Secretariat procedure with regard to international instruments (conventions, agreements, treaties, etc.)	
67/Rev.6	30/7/79	Procedure for sale of copies of United Nations recordings	
82	16/8/50	Authority for mailing official United Nations publications, supplies and equipment	See also ST/AI/189/Add.19 and ST/AI/271
97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374; ST/IC/1993/21
104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
105	3/9/54	Maintenance of personnel records cards	
113	2/3/56	Linguistic standards for staff of the United Nations Secretariat	
118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
119	8/10/56	Provisional rules governing compensation to members of commissions, committees or similar bodies in cases of injury or death attributable to service with the United Nations	See also ST/SGB/103/Rev.1

Symbol	Date issued	Subject	Remarks
ST/AI/			
120/Rev.2	19/5/82	Instructions with respect to reporting of work injuries, safety measures and accident prevention	See also Staff Rule 106.4 and ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
133	8/4/59	Payments of travel expenses and subsistence allowances in connection with United Nations conferences	See also ST/SGB/107/Rev.6 and ST/SGB/207/Rev.1
137	27/12/60	Revised system of daily subsistence allowance	
137/Amend.5	13/10/71		
137/Add.1/ Rev.1	13/5/75	System of daily subsistence allowance	
143/Rev.26	29/9/83	Assignment of staff to a duty station other than their official duty station for periods of less than one year	
143/Rev.26/ Amend.8	22/2/93		
143/Rev.26/ Amend.9	29/6/94		
143/Rev.26/ Amend.10	31/10/94		
145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5-6 only. See also ST/AI/335 (paras. 7-8) and ST/AI/387
149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects	See also ST/SGB/Organization, Annex I/Amend.2; ST/IC/1991/71 and Add.1
155/Rev.2	31/8/90	Personnel payroll clearance action	
155/Rev.2/ Amend.1	13/12/90		
157	13/8/63	Losses of cash	
176/Rev.3	30/4/80	Transportation of privately owned automobiles	
176/Rev.3/ Amend.1	14/4/92		
176/Rev.3/ Amend.2	13/6/94		

Symbol	Date issued	Subject	Remarks
ST/AI/			
181/Rev.9 181/Rev.9/ Amend.1	28/2/91 16/2/93	Education grant and special education grant for disabled children	
182	17/12/68	Obligations of staff members	
189	7/11/69	Regulations for the control and limitation of documentation	
189/Add.1/ Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
189/Add.2 189/Add.2/ Amend.1	15/9/71 30/4/75	Covers and title pages of publications	
189/Add.3/ Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/82, ST/AI/271 and ST/AI/341
189/Add.4	22/6/71	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
189/Add.5/ Rev.2	23/2/87	Stock review and disposal: official records and publications	
189/Add.6/ Rev.3	19/3/90	Attribution of authorship in United Nations documents, publications and other official papers	
189/Add.7	30/9/71	Documentation work-load estimates	
189/Add.8/ Rev.1	15/3/77	Requests for documents services	
189/Add.9/ Rev.1	26/3/85	Copyright in United Nations publications: general principles, practice and procedure	See remarks below

Symbol	Date issued	Subject	Remarks
ST/AI/			
189/Add.9/ Rev.2	17/9/87	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis. See also ST/AI/189/Add.27
189/Add.9/ Rev.2/Add.2	25/2/92		
189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/82 and ST/AI/271
189/Add.11/ Rev.1	17/11/75	Principles governing United Nations depository libraries	
189/Add.11/ Rev.1/Amend.1	24/11/80		
189/Add.12	16/2/73	Supply to the United Nations libraries of material not available through the regular distribution channels	
189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
189/Add.16	7/6/73	Classification and declassification of documents	
189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
189/Add.19	19/1/76	Newsletters	
189/Add.20/ Rev.1	24/2/82	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	

Symbol	Date issued	Subject	Remarks
ST/AI/			
189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
189/Add.25	23/2/87	Guidelines for the publication of maps	
189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/359
189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
190/Rev.1	2/5/83	Outside activities of members of the Secretariat	
192/Rev.2	31/3/93	Official hospitality	
193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.1
196	23/12/70	Computation of travel subsistence allowance	
196/Amend.1	24/11/72		
197	4/1/71	Participation of mission staff in the United Nations Joint Staff Pension Fund	
202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	

Symbol	Date issued	Subject	Remarks
ST/AI/			
205	10/12/71	Library services	See also ST/AI/189/Add.12
206/Rev.3	29/2/88	Terminal expenses	
206/Rev.3/ Amend.2	5/11/92		
207	23/12/71	Language proficiency of staff in the Professional category and above	
209	5/1/72	Pensionable remuneration on promotion to Professional category	
211	4/4/72	Scheduling of meetings and provision of conference services	
213/Rev.1	18/7/84	Retention in service and employment beyond the age of retirement	
215/Rev.1	8/10/81	Family visit travel	See also ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2 and Amend.2 and Amend.2/Add.1-2 and Amend.3 and Amend.3/Add.1
218/Rev.16	11/94	Numerical index to administrative issuances	See also ST/AI/226 and Amends.1-2
218/Rev.16 Add.1	11/94	Subject index to administrative issuances	
221/Rev.1	24/10/89	Time, attendance and leave recording	
221/Rev.1/ Amend.1	11/10/90		
222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	

Symbol	Date issued	Subject	Remarks
ST/AI/			
223	2/10/74	Financial administration	
224/Rev.1	4/5/87	Reimbursement for travel by private motor vehicle	
224/Rev.1/ Amend.20	17/11/93		Superseded by ST/AI/224/Rev.1/ Amend.21
224/Rev.1/ Amend.21	12/4/94		Superseded by ST/AI/224/Rev.1/ Amend.22
224/Rev.1 Amend.22	26/7/94		
226	18/2/75	Administrative issuances	See also ST/SGB/100; ST/AI/218/Rev.16 and Add.1
226/Amend.1	8/11/76		
226/Amend.2	29/9/89		
227	25/4/75	Security of valuable articles: lost and found property	
229	29/9/75	Reimbursement of the cost of accompanied excess baggage	
229/Add.1	14/2/77		
229/Add.2	8/7/77		
230/Rev.2	16/7/85	Currency of payment of salaries and allowances	
230/Rev.2/ Corr.1	5/8/85		
230/Rev.2/ Corr.2	18/12/85		
230/Rev.2/ Amend.1	12/10/87		
230/Rev.2/ Amend.2	4/12/91		
230/Rev.2/ Amend.2/ Corr.1			
231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
233	9/12/75	Contributions from non-member States	

Symbol	Date issued	Subject	Remarks
ST/AI/			
234/Rev.1	22/3/89	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151
234/Rev.1/ Amend.1	14/6/90		
235	8/1/76	Death and disability coverage for members of the Joint Inspection Unit	
235/Corr.1	20/1/76		
238/Rev.1	29/3/82	Shipping and insurance procedures for shipments of personal effects and household goods	See also ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only) and ST/AI/383
239	5/8/76	Organization of the Secretariat	See also ST/SGB/Organization and ST/SGB/150/Rev.1; ST/AI/346; ST/ADM/SER.A/1778
240/Rev.2	28/11/84	Performance evaluation report system	
241	8/10/76	Changed audit emphasis by United Nations Board of Auditors	
242	22/2/77	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151; ST/AI/234/Rev.1 and Amend.1
244	27/4/77	United Nations bookshop service for staff members	
245	11/5/77	Outposting of staff from the established location of a department to another location	See also ST/SGB/114 and Add.1 and ST/SGB/165
248	7/7/77	Reimbursement of taxi fares	
248/Amend.1	27/6/80		
249/Rev.3	29/3/89	Standard of accommodation, travel time and rest stopovers	
249/Rev.3/Amend.2	22/9/94		

Symbol	Date issued	Subject	Remarks
ST/AI/			
254	3/2/78	Duty-free and tax-free entry of baggage and effects into the United States	
254/Amend.1	21/5/86		
254/Amend.2	14/3/90		
256	3/2/78	Separation of responsibilities and duties of cheque signatories and finance officers designated as approving officers	
256/Add.1	20/12/83		
257	12/5/78	Information for United Nations travellers	See also ST/AI/381; ST/IC/1990/13 and Amend.3 and ST/IC/1991/12
259/Rev.10	27/2/89	Salary differential for General Service staff in the language-typing and word-processing units, Department of Conference Services, Headquarters	
259/Rev.10/ Amend.5	12/10/93		
260	29/11/78	Release of staff members in bad weather or other conditions	
261	12/12/78	Forms management programme	See also ST/SGB/155
262	23/4/79	Repatriation grant	See also ST/AI/269 and ST/AI/300
264/Rev.1	14/6/83	Unaccompanied shipments and insurance coverage for personal effects and household goods	See also ST/AI/238/Rev.1 and ST/AI/383
264/Rev.1/ Corr.1	2/12/83		
264/Rev.1/ Amend.1	17/7/85		
264/Rev.1/ Amend.1/ Corr.1 (French only)	9/10/85		
264/Rev.1/ Amend.2	5/5/92		
265	16/5/79	Overtime compensation at Headquarters	

Symbol	Date issued	Subject	Remarks
ST/AI/			
267	1/8/79	Acceptance of remuneration from sources external to the Organization	See also ST/SGB/136; ST/AI/380
269	21/12/79	Repatriation grant	See also ST/AI/262 and ST/AI/300
270/Rev.1	12/4/89	Delegation of authority under the Financial Rules	See also ST/SGB/Financial Rules/1/Rev.3 (1985) and ST/SGB/213/Rev.1; ST/AI/315/Rev.1
271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/82 and ST/AI/189/Add.10
273	4/3/80	Employment of spouses	
274 274/Corr.1 (English only)	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
275/Rev.2	23/11/88	Rental subsidies and deductions for staff at duty stations outside Europe and North America	See also ST/AI/350 and Amends.1-2; ST/IC/1992/40
276	28/8/80	Assignment of staff members from other categories to Professional posts and granting of special post allowance to the Professional category	
277	10/11/80	Classification system for Professional posts	See also ST/SGB/166; ST/IC/1993/51
278/Rev.1	25/5/82	Definition of dependency status	See also ST/IC/1994/16 and Add.1

Symbol	Date issued	Subject	Remarks
ST/AI/			
280/Rev.6	30/4/91	Special entitlements for staff members serving at designated duty stations	
280/Rev.6/ Amend.1	5/3/92		
280/Rev.6/ Amend.1/ Corr.1 (English only)	7/4/92		
280/Rev.6/ Amend.1/ Corr.2	19/5/92		
280/Rev.6/ Amend.2	10/3/93		
280/Rev.6/ Amend.2/Add.1	28/4/93		
280/Rev.6/ Amend.2/Add.2	17/8/93		
280/Rev.6/ Amend.3	22/4/93		
280/Rev.6/ Amend.3/Add.1	9/8/94		
281/Rev.1	9/4/90	External studies programme	
282	10/12/81	Use of United Nations premises for meetings and catering services	
283	27/1/82	Official holidays	See also ST/IC/1993/67
284	1/3/82	General trust funds	See also ST/SGB/188
285	1/3/82	Technical cooperation trust funds	See above
286	3/3/82	Programme support accounts	See above
291/Rev.1	18/7/84	Part-time employment	
292	15/7/82	Filing of adverse material in personnel records	See also ST/IC/82/77/Rev.1 and ST/IC/88/19
293	15/7/82	Facilities to be provided to staff representatives	

Symbol	Date issued	Subject	Remarks
ST/AI/			
294	16/8/82	Visa status of non-United States staff members serving in the United States	
295	19/11/82	Temporary staff and individual contractors	See also ST/SGB/177; ST/AI/296, ST/AI/297 and ST/AI/327
296	19/11/82	Consultants and participants in advisory meetings	See also ST/SGB/177; ST/AI/295, ST/AI/297 and ST/AI/327
297	19/11/82	Technical cooperation for personnel and operational, Executive and Administrative Services (OPAS) officers	See also ST/SGB/177; ST/AI/295, ST/AI/296 and ST/AI/327
298	28/2/83	Overtime and night differential for staff in the General Service and related categories	
298/Amend.1	15/10/84		
299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
300	5/1/83	Repatriation grant	See also ST/AI/262 and ST/AI/269
301	10/3/83	Initial classification of General Service posts in New York	See also ST/SGB/166; ST/AI/332 and ST/AI/358 and Amend.1; ST/IC/1994/21
301/Add.1	12/7/83	Initial classification of occupations performing security, guide and dispatch, and trade and craft work in New York	
308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	See also ST/IC/88/10, ST/IC/1992/35 and ST/IC/1993/8

Symbol	Date issued	Subject	Remarks
ST/AI/			
309/Rev.1	17/2/84	Authority of United Nations security officers	See also ST/SGB/259; ST/AI/193/Rev.1 and ST/AI/387
310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
314	27/1/84	Non-resident's allowance	See also ST/AI/275/Rev.2 and ST/AI/350 and Amends.1-2; ST/IC/1992/40
314/Add.1	16/1/85		
315/Rev.1	28/2/92	Delegation of financial authority to the International Trade Centre	
316	6/3/84	Granting of status of staff members to full-time language teachers	
317	5/6/84	Reimbursement of costs of basic medical examinations for family members	
317/Amend.7	22/4/94		
319	12/9/84	Control of travel on official business	See also ST/SGB/207/Rev.1
320	14/9/84	Staff incentive programme	See also ST/IC/85/39
320/Add.1	1/11/84		
320/Add.1/ Corr.1 (English only)	8/11/84		
320/Add.1/ Corr.2	18/12/84		
322	25/9/84	Excess property	
323	27/9/84	Reduction in energy consumption	See also ST/IC/89/34
326	28/12/84	United Nations archives	See also ST/SGB/242
326/Corr.1	17/1/85		

Symbol	Date issued	Subject	Remarks
ST/AI/			
327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177; ST/AI/295, ST/AI/296 and ST/AI/297
329	17/6/85	Requisition for equipment supplies or services (form PT.72)	
330	11/7/85	Revised telegraph form	
332	7/11/85	Classification standards for security jobs at Headquarters	See also ST/AI/301 and Add.1 and ST/AI/358 and Amend.1; ST/IC/1994/21
333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259; ST/AI/387; ST/IC/1992/42, ST/IC/1992/80 and ST/IC/1993/20 and Amend.1
334	21/5/86	Test for basic word-processing qualifications	
335	11/7/86	Use of United Nations premises for meetings, conferences and public events	See also ST/AI/145/Rev.1 and ST/AI/387
336	15/9/86	Report of the Group of High-level Intergovernmental Experts and related decisions of the General Assembly	See also ST/IC/86/43 and ST/IC/87/63
337	15/10/86	Policy on the provision and use of official cars	
339	3/4/87	Acquisition, replacement and maintenance of office automation equipment	See also ST/SGB/245; ST/AI/345, ST/AI/347, ST/AI/355 and ST/AI/386; ST/IC/1991/57
341	19/3/87	Confidentiality of mailing lists and registers	See also ST/SGB/272; ST/IC/81/38

Symbol	Date issued	Subject	Remarks
ST/AI/			
342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160; ST/AI/249/Rev.3 and Amend.2
343	31/7/87	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	See also ST/IC/87/33
344	3/8/87	Classification system for Field Service category posts	See also ST/AI/277
345	20/10/87	Establishment and operation of Technological Innovations Committees at regional commissions and other locations away from Headquarters	See also ST/SGB/245; ST/AI/339, ST/AI/347, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386; ST/IC/1990/8, ST/IC/1991/4 and ST/IC/1992/14
346	5/11/87	Restructuring of Secretariat departments and offices	General guidelines. See also ST/SGB/150/Rev.1.
347	9/3/88	Policies and procedures for office automation standardization	See also ST/SGB/245; ST/AI/339, ST/AI/345, ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386
349	22/4/88	United Nations garage	See also ST/SGB/192; ST/IC/85/65, ST/IC/86/14 and Add.1, ST/IC/86/49 (para. 2) and ST/IC/1994/4
350 350/Amend.1 350/Amend.2	27/4/88 31/1/91 6/2/92	Rental subsidies and deductions for staff at duty stations in Europe and North America	See also ST/AI/275/Rev.2; ST/IC/1992/40
351	25/5/88	Assistance and representation by counsel in disciplinary and appeal cases	See also ST/IC/88/11 and ST/IC/1991/35

Symbol	Date issued	Subject	Remarks
ST/AI/			
352	28/6/88	Certifying and approving officers	
352/Add.2/ Rev.1	18/3/91	List of certifying officers for the biennium 1990-1991	
354	27/7/88	Request for rectification of date of birth or of other personal data	
355	7/9/88	Guidelines for the acquisition, use and support of microcomputers in the United Nations	See also ST/SGB/245; ST/AI/339, ST/AI/345, ST/AI/347, ST/AI/359, ST/AI/361 and ST/AI/386; ST/IC/1990/8, ST/IC/1991/4, ST/IC/1991/18, ST/IC/1991/57, ST/IC/1992/14 and ST/IC/1992/50
356 356/Add.1	4/5/89 8/10/91	Implementation of the initial General Service classification exercise at Addis Ababa	
358 358/Amend.1	31/7/89 21/4/94	Procedures for appeal of classification decisions for posts in the General Service and related categories in New York	See also ST/SGB/301 and Add.1; ST/IC/1994/21
359	12/12/89	Standards for desktop publishing hardware and software	See also ST/AI/189/Add.26 and ST/AI/347
360/Rev.1 360/Rev.1/Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/SGB/173; ST/AI/396 and Add.1-2
361	29/3/90	Standard for word-processing software for microcomputers	See also ST/AI/347
363 363/Corr.1 363/Add.1 363/Add.2	1/8/90 17/8/90 7/11/90 8/3/91	Mobility and hardship allowance	See also ST/IC/1990/37

Symbol	Date issued	Subject	Remarks
ST/AI/			
364	1/8/90	Assignment grant	
364/Corr.1 (French only)	27/8/90		
364/Add.1	7/11/90		
364/Add.2	8/3/91		
365	13/8/90	Implementation of changes to salary policy in promotions	
365/Corr.1	24/9/90		
366	28/9/90	Dependancy allowance or benefit for disabled children	
366/Amend.1	20/1/93		
367	15/10/90	Home leave: change of place of home leave and change of country of home leave	
368	10/1/91	Instructions governing United Nations diplomatic pouch service	See also ST/IC/1993/36
369	30/4/91	Classification of posts in the General Service and related categories in small and medium-sized duty stations	
369/Amend.1	22/10/91		
371	2/8/91	Revised disciplinary measures and procedures	See also ST/IC/88/10 and ST/IC/1992/65
372	25/9/91	Employee assistance in cases of alcohol/substance abuse	
374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2; ST/IC/1993/21
376	1/6/92	United Nations Exhibits Committee guidelines	See also ST/AFS/SER.A/179
377	15/9/92	Implementation of the initial classification of posts in the General Service and related categories in the Economic and Social Commission for Western Asia	
377/Add.1	18/11/93		

Symbol	Date issued	Subject	Remarks
ST/AI/			
378	22/10/92	Delegation of authority for the classification of posts in the General Service and related categories at Vienna	
379	29/10/92	Procedures for dealing with sexual harassment	See also ST/SGB/253; ST/IC/1992/67
380	23/12/92	Acceptance of payments from Governments to supplement United Nations emoluments	See also ST/SGB/136; ST/AI/267
381	24/12/92	Travel advances	See also ST/AI/257; ST/IC/84/65
382	3/3/93	Special measures to improve the status of women in the Secretariat	See also ST/SGB/252
383	8/6/93	Split shipments of personal effects and household goods	See also ST/AI/238/Rev.1 and ST/AI/264/Rev.1 and Corr.1 and Amend.1 and Amend.1/Corr.1 (French only)
384/Add.3	17/12/93	1993 competitive examination for promotion to the Professional category of staff members from other categories	Superseded by ST/AI/396/Add.2
386	23/8/93	Electronic mail policies and standards	See also ST/AI/347
387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259; ST/AI/309/Rev.1; ST/IC/84/91, ST/IC/1992/42, ST/IC/1992/80 and ST/IC/1993/20 and Amend.1
388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/Organization, sect. UNDCP; ST/SGB/240

Symbol	Date issued	Subject	Remarks
ST/AI/			
389	13/10/93	Implementation of the initial General Service classification exercise and the maintenance of the classification system at Nairobi	
390	15/11/93	Placement and promotion	See also ST/SGB/267; ST/IC/1993/66 and Corr.1-2 and Add.1
390/Corr.1	2/2/94		
391	21/1/94	Maternity leave	
392	27/1/94	Procedures of the Senior Review Group for the filling of posts at the Director (D-2) and higher levels	See also ST/SGB/266
393	12/4/94	Separation for abandonment of post	
394	19/5/94	After-service health insurance	
395	2/6/94	Appointments of limited duration	
396	29/6/94	1994 competitive examination for promotion to the Professional category of staff members from other categories	See also ST/SGB/173
396/Add.1	13/7/94		
396/Add.2	31/10/94		
397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
398	19/9/94	Implementation of the initial General Service classification exercise and the maintenance of the classification system at Bangkok	

C. INFORMATION CIRCULARS
(series ST/AFS/SER.A/--, ST/ADM/SER.A/--, and ST/IC--)

Symbol	Date issued	Subject	Remarks
ST/AFS/SER.A/ 179	18/11/52	United Nations Committee on Exhibitions	See also ST/AI/376
ST/ADM/SER.A/ 277	8/10/54	Standards of conduct in the international civil service	See also ST/SGB/179; ST/IC/82/13 and ST/IC/89/2
1214	19/12/67	Document copying and duplicating facilities: need for economy in expenditure	
1303	24/1/69	Staff conduct at meetings	
1312	7/3/69	Observance of time-limits under the Staff Rules	
1315	14/3/69	Designation, change or revocation of beneficiary	
1336	10/6/69	The establishment of a new Administrative Management Service and the carrying out of a manpower survey of the Secretariat	See also ST/SGB/Organization, sect. P(IV)/Rev.1, ST/SGB/138 and ST/SGB/155
1459	1/10/70	Personal insurance assistance progamme	
1636	12/9/72	Use of cable communications	See also ST/IC/86/61
1778	24/5/74	Organization of the Secretariat	See also ST/SGB/Organization and ST/SGB/150/Rev.1; ST/AI/239 and ST/AI/346
1814	28/10/74	Economy in the use of stationery and office supplies	See also ST/IC/88/18 and ST/IC/1992/76
1867	29/5/75	Changes in health insurance arrangements	Paras. 1 and 4 only
1872	13/6/75	Library services: The New York Times Information Bank	

Symbol	Date issued	Subject	Remarks
ST/ADM/SER.A/			
1932	3/2/76	Circulation of newspapers	
1938	5/2/76	Adjustment of mid-month salary advances	
1950	29/3/76	Index to administrative issuances	See ST/AI/218/Rev.16 and Add.1
ST/IC/			
77/30	22/6/77	Special envelopes for delivery of cables	
78/22	4/4/78	Increased cost of telephone services	
78/38	12/6/78	Group life insurance: changes in coverage	See also ST/IC/89/70 and ST/IC/1992/32
78/43	30/6/78	United Nations Bibliographical Information System (UNBIS)	
78/53	24/8/78	Employment of family members on G-4 visas	See also ST/AI/294; ST/IC/89/13
79/10	24/1/79	Unauthorized absence	
80/55	4/8/80	Vehicle service station	
80/75	13/10/80	New York Telephone Company: change in procedure for dialling telephone calls	See also ST/IC/84/90
81/38	29/4/81	Care of valuables and confidential material	See also ST/SGB/272; ST/AI/341
81/47	14/5/81	Staff representation activities	
81/64	10/9/81	Change of zip code for Post Office Box 20 address	
82/7	3/2/82	Internal recourse procedures in the United Nations Secretariat	See also ST/IC/88/10

Symbol	Date issued	Subject	Remarks
ST/IC/			
82/13	26/2/82	Standards of conduct	See also ST/SGB/179; ST/ADM/SER.A/277 and ST/IC/89/2
82/48	1/7/82	Dependency allowances	See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1; ST/IC/1990/35, ST/IC/1993/4 and ST/IC/1994/16 and Add.1
82/77/Rev.1	11/1/83	Abolition of confidential files	See also ST/AI/292; ST/IC/88/19
83/9	25/2/83	New status of the United Nations Institute for Disarmament Research	
83/13	10/3/83	Spouse allowance for staff in the General Service and related categories in New York	
83/21	18/4/83	Personnel directives	
83/21/Add.1	1/3/84		
83/21/Add.2	23/7/84		
83/21/Add.3	24/10/84		
83/21/Add.4	27/7/88		
83/21/Add.5	5/8/88		
83/21/Add.6	13/12/88		
83/21/Add.7	14/4/89		
83/21/Add.8	4/5/89		
83/21/Add.9	25/5/89		
83/21/Add.10	13/6/89		
83/21/Add.11	25/9/90		
83/21/Add.12	5/10/90		
83/21/Add.13	26/10/90		
83/21/Add.14	9/1/91		
83/21/Add.15	14/5/91		
83/21/Add.16	7/4/92		
83/21/Add.17	3/11/92		
83/21/Add.18	23/4/93		
83/21/Add.19	25/7/94		

Symbol	Date issued	Subject	Remarks
ST/IC/ 83/50	22/7/83	Catering services: Joint Catering Advisory Committee	See also ST/IC/86/16, ST/IC/1991/47 (para. 2 only) and ST/IC/1993/47
83/61/Rev.1	27/9/83	Garage access	See also ST/IC/86/7 and ST/IC/88/2
83/83	20/12/83	Unauthorized use of diplomatic plates by Secretariat officials	
84/4	19/1/84	Changes in the Headquarters medical and dental insurance plans	
84/10	26/1/84	Staff members who are not United States nationals but receive investment income from United States sources	See also ST/IC/84/74
84/12	1/2/84	United Nations garage: increased parking rates	Delegations only
84/18 84/18/Amend.1	2/3/84 12/7/89	Guidelines for work with visual display units	
84/33	5/6/84	Safeguarding of United Nations keys	
84/46	21/6/84	Payroll deduction for personal cheques returned by banks	
84/59	27/8/84	Use of automated elevators	
84/65	18/9/84	Travel advance payments	See also ST/AI/381
84/74	24/10/84	Changes in United States tax legislation concerning individuals in the United States who are not United States nationals	See also ST/IC/84/10 and ST/IC/1991/39
84/80	3/12/84	Payment of income taxes	See also ST/IC/87/64
84/85	11/12/84	Delivery and picking up of packages	See also ST/AI/387; ST/IC/89/50

Symbol	Date issued	Subject	Remarks
ST/IC/ 84/86	11/12/84	Credit policy for use of the Delegates Dining Room and related catering services	
84/90	21/12/84	Change in telephone dialling procedures: New York City area codes	See also ST/IC/80/75
84/91	28/12/84	Security arrangements	See also ST/AI/387
85/18	4/4/85	Standard of accommodation	See also ST/IC/88/6
85/37	29/7/85	United Nations garage: applications for second review	See also ST/IC/86/14 and Add.1
85/39	23/7/85	Staff incentive programme: objectives and composition of the Staff Incentive Review Committee	See also ST/AI/320 and Add.1 and Add.1/Corr.1-2
85/42	13/8/85	Smoking in conference rooms and offices	See also ST/IC/87/18 and ST/IC/87/54
85/44	22/8/85	United Nations Secretariat buildings environmental conditions	
85/48	12/9/85	Host country travel regulations	See also ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5

Symbol	Date issued	Subject	Remarks
ST/IC/ 85/65	18/11/85	United Nations garage: membership of the Garage Review Board	See also ST/IC/86/14 and Add.1
85/74 85/74/Corr.1	17/12/85 24/12/85	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
85/76	20/12/85	Host country travel regulations: private travel by staff members in the United States	See above
86/4	14/1/86	Official travel of United Nations staff members in the United States	See above
86/7	24/1/86	Closure of the United Nations service drive	See also ST/IC/83/61/Rev.1 and ST/IC/88/2
86/14 86/14/Add.1	11/3/86 17/3/86	United Nations garage: report and recommendations of the Garage Review Board on its second review	See also ST/SGB/192; ST/AI/349; ST/IC/85/65 and ST/IC/1994/4
86/16	13/3/86	New catering arrangements	See also ST/IC/83/50, ST/IC/1991/47 (para. 2 only) and ST/IC/1993/47

Symbol	Date issued	Subject	Remarks
ST/IC/ 86/17	13/3/86	Financial crisis of the United Nations	See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/87/67 and Corr.1, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68
86/20	26/3/86	Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme	
86/21	2/4/86	After-school recreation and study programme for United Nations children	Paras. 3 and 7 only. See also ST/IC/1994/32
86/26	28/4/86	Education grant questionnaire	
86/28	6/5/86	Relocation of the Pass and Identification Unit Office	
86/33	23/5/86	Parking of motorcycles and bicycles	See also ST/AI/349; ST/IC/1994/4
86/43	18/8/86	Report of the Group of High-level Intergovernmental Experts to Review the Efficiency of the Administrative and Financial Functioning of the United Nations	See also ST/AI/336; ST/IC/87/63
86/44	15/9/86	Medical scheme for staff appointed under the 300 series of the Staff Rules	
86/49	18/9/86	United Nations garage: increased parking rates	Para. 2 only. See ST/IC/1994/4

Symbol	Date issued	Subject	Remarks
ST/IC/ 86/52	10/10/86	Career development and placement of staff	See also ST/SGB/166 and ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1
86/61	18/11/86	Transmission of official United Nations cables	See also ST/ADM/SER.A/1636
86/62	24/11/86	Career development plan for the General Service and related categories in New York	See also ST/SGB/166 and ST/SGB/267; ST/AI/390 and Corr.1; ST/IC/1993/66 and Corr.1-2 and Add.1
86/72	29/12/86	Age limitation on the participation of dependent children in United Nations health insurance schemes	
87/16	30/3/87	United States Immigration Reform and Control Act of 1986	See also ST/IC/89/7
87/16/Corr.1	3/4/87		
87/18	30/3/87	Questionnaire on smoking on United Nations premises	See also ST/IC/85/42 and ST/IC/87/54
87/27 (English only)	27/5/87	Information on United Nations staff members and members of their household requested by the United States Mission	
87/27/Add.1 (English only)	30/7/87		
87/29	26/5/87	New telephone system	
87/33	19/6/87	Health insurance coverage for locally recruited staff at designated duty stations away from Headquarters	See also ST/AI/343

Symbol	Date issued	Subject	Remarks
ST/IC/ 87/42	30/7/87	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
87/46	27/8/87	Introduction of a long-service step in the salary scales for staff in the General Service and related categories at Headquarters	See also ST/IC/1993/52 and Corr.1 and Add.1
87/54	26/10/87	Smoking in conference rooms and offices	See also ST/IC/85/42 and ST/IC/87/18
87/63	24/12/87	Implementation of General Assembly resolution 41/213: recommendation 15 of the Group of High-level Inter-governmental Experts	See also ST/AI/336; ST/IC/86/43
87/64	23/12/87	Confirmation of tax return information	See also ST/IC/84/80

Symbol	Date issued	Subject	Remarks
ST/IC/			
87/67	30/12/87	Deferment of increases due in 1986 for staff in the General service and related categories at eight main duty stations	See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/1992/74, ST/IC/1993/48 and ST/IC/1993/68
87/67/Corr.1	14/1/88		
88/2	4/1/88	Access to the Secretariat building and the United Nations garage	See also ST/IC/83/61/Rev.1 and ST/IC/86/7
88/6	3/2/88	Standard of accommodation	See also ST/IC/85/18
88/10	1/3/88	Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme	See also ST/AI/371 and ST/IC/1992/65
88/11	1/3/88	Membership of the Panel of Counsel	See also ST/AI/351 and ST/IC/1991/35
88/14	10/3/88	Secretary of the Joint Disciplinary Committee	See also ST/IC/1992/65
88/18	29/3/88	Office paper recycling programme in the Secretariat building	See also ST/IC/1992/76 and ST/IC/1994/13
88/19	4/4/88	Consolidation of personnel records into the official status files	See also ST/AI/292; ST/IC/82/77/Rev.1
88/55	22/9/88	Application of the remuneration correction factor to post adjustment at Geneva and Vienna: implementation of Administrative Tribunal Judgement No. 421	

Symbol	Date issued	Subject	Remarks
ST/IC/ 88/57	27/9/88	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
89/2	5/1/89	Conduct of staff members	
89/7	17/1/89	United States Immigration Technical Corrections Act of 1988	See also ST/IC/87/16 and Corr.1
89/10	1/2/89	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5

Symbol	Date issued	Subject	Remarks
ST/IC/ 89/13	14/2/89	Employment of persons on G-4 visas	See also ST/AI/294; ST/IC/78/53
89/21	27/3/89	Measures taken to improve messenger services: institution of messenger unit zoning system	
89/22	28/3/89	Reimbursement for work permit fees levied by the Egyptian authorities on United Nations employees of Egyptian nationality	
89/23/Rev.1	1/6/93	Second floor of General Assembly and Conference buildings as a restricted area	
89/24	28/3/89	Records management services	See also ST/SGB/242
89/25	11/4/89	Consideration of family members for employment in the General Service category in New York	
89/34	16/5/89	Conservation of electric power and steam at Headquarters	See also ST/AI/323
89/50	2/8/89	Delivery of personal packages, mail and periodicals to United Nations premises	See also ST/AI/387; ST/IC/84/85
89/70	20/11/89	Group life insurance: premium rate reduction	See also ST/IC/78/38 and ST/IC/1992/32
1990/8	16/1/90	Virus alert: how to prevent microcomputer viruses	See also ST/IC/1992/14
1990/13 1990/13/Amend.3	19/3/90 11/6/93	Option of a lump-sum payment for travel by air in lieu of provision by the Organization of travel tickets and related entitlements on home leave, education grant and family visit travel	See also ST/AI/257 and ST/AI/249/Rev.3 and Amend.2

Symbol	Date issued	Subject	Remarks
ST/IC/ 1990/14	14/2/90	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1990/16	16/2/90	Host country travel regulations	See above
1990/27	18/4/90	Direct deposit of salary	
1990/34	21/5/90	Host country travel regulations	See above
1990/35	23/5/90	(a) Revised salary scales for staff in the Trades and Crafts and Security Service categories; (b) Revised dependency allowances for staff in the General Service, Trades and Crafts, Security Service, Public Information Assistant and Language Teacher categories at Headquarters	Paras. 5-6 only. See ST/IC/1993/52 and Corr.1 and Add.1. See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1; ST/IC/1994/16 and Add.1
1990/37	24/5/90	Implementation of the mobility and hardship allowance	See also ST/AI/363 and Corr.1 and Add.1-2

Symbol	Date issued	Subject	Remarks
ST/IC/ 1990/48	12/7/90	(a) Salary scales for staff in the General Service and Public Information Assistant categories at Headquarters; (b) Interim salary adjustment procedure for staff in the General Service, Trades and Crafts, Security Service, Public Information Assistant and Language Teacher categories at Headquarters	See also ST/IC/1990/35 (paras. 5-6 only), ST/IC/1990/66 (para. 4 only) and ST/IC/1993/52 and Corr.1 and Add.1
1990/63	30/8/90	Language allowance for staff in the Trades and Crafts category at Headquarters	
1990/66	21/9/90	Revised salary scales for staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters	Para. 4 only. See also ST/IC/1990/35 (paras. 5-6 only), ST/IC/1990/48 and ST/IC/1993/52 and Corr.1 and Add.1
1990/67	11/10/90	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1990/74	7/11/90	Host country travel regulations	See above

Symbol	Date issued	Subject	Remarks
ST/IC/ 1990/79	29/11/90	Meditation Room located in the visitors' lobby of the General Assembly building	
1991/3	16/1/91	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1991/4	30/1/91	Software products for microcomputers	See also ST/AI/355, ST/AI/359, ST/AI/361 and ST/AI/386; ST/IC/1990/8
1991/12	15/2/91	Travel and shipping restrictions	
1991/18	12/3/91	Operating system software to be used on personal computer local area networks	See also ST/AI/386
1991/35	16/5/91	Membership of the Panels of Counsel	See also ST/AI/351 and ST/IC/88/11
1991/36	23/5/91	International education for children of United Nations staff at Headquarters: United Nations International School	

Symbol	Date issued	Subject	Remarks
ST/IC/ 1991/39	3/6/91	Significant changes in United States estate tax and their possible effect on non-United States citizen staff members	
1991/47	8/8/91	Catering services	Para. 2 only. See also ST/IC/83/50, ST/IC/86/16 and ST/IC/1993/47
1991/48	15/8/91	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33 ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1991/55	25/9/91	Survey of housing and domestic service for calculation of post adjustment	See also ST/IC/1994/7
1991/57	14/10/91	Service calls for office equipment	

Symbol	Date issued	Subject	Remarks
ST/IC/ 1991/67	25/11/91	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1991/71 1991/71/Add.1	13/12/91 21/1/92	Claims Board	See also ST/SGB/Organization, Annex I/Amend.2; ST/AI/149/Rev.4
1992/2	10/1/92	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1992/14	28/2/92	Computer virus alert	See also ST/IC/1990/8

Symbol	Date issued	Subject	Remarks
ST/IC/ 1992/18	6/3/92	Separation payments for staff in the Professional and higher categories	
1992/26	10/4/92	Staffing of peace-keeping missions	See also ST/SGB/114 and Add.1 and ST/SGB/165; ST/IC/1993/23
1992/32	8/5/92	Group life insurance - waiver of automatic increase	
1992/33	13/5/92	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/51, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1992/35	28/5/92	Composition of the Panel on Discrimination and Other Grievances at Headquarters	See also ST/AI/308/Rev.1; ST/IC/88/10 and ST/IC/1993/8
1992/40	8/6/92	Threshold percentage for the purpose of calculating rental subsidies	See also ST/AI/350 and Amends.1-2
1992/42	26/6/92	Security measures to be implemented at the United Nations Headquarters complex	See also ST/SGB/259; ST/AI/333 and ST/AI/387; ST/IC/1992/80 and ST/IC/1993/20 and Amend.1

Symbol	Date issued	Subject	Remarks
ST/IC/			
1992/43	26/6/92	Change of direction of escalators between the first basement and the fourth floor	
1992/50	14/9/92	Computer training	See also ST/AI/355
1992/51	3/9/92	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/58, ST/IC/1993/7 and ST/IC/1994/5
1992/58	9/10/92	Host country travel regulations	See above
1992/65	30/10/92	Joint Disciplinary Committee	See also ST/AI/371; ST/IC/88/10 and ST/IC/88/14
1992/66 1992/66/Amend.1	30/10/92 14/12/92	Telephone and facsimile communications services to United Nations offices, specialized agencies and peace-keeping missions	See also ST/SGB/269
1992/67	29/10/92	Guidelines for promoting equal treatment of men and women in the Secretariat	See also ST/SGB/154 and ST/SGB/253; ST/AI/379
1992/68 1992/68/Add.1	2/11/92 19/5/94	North garden construction project	

Symbol	Date issued	Subject	Remarks
ST/IC/ 1992/74	16/11/92	December mid-month salary advance	See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1993/48 and ST/IC/1993/68
1992/76	20/11/92	Recycling programme at Headquarters	See also ST/IC/88/18 and ST/IC/1994/13
1992/79	4/12/92	Repair work in the United Nations garage	
1992/80	11/12/92	Card access control system at Headquarters	See also ST/SGB/259; ST/AI/333 and ST/AI/387; ST/IC/1992/42 and ST/IC/1993/20 and Amend.1
1993/4	21/1/93	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	See also ST/AI/278/Rev.1 and ST/AI/366 and Amend.1
1993/5	21/1/93	Payment of income taxes (1992)	See also ST/IC/1994/2
1993/7	28/1/93	Host country travel regulations	See also ST/IC/85/48; ST/IC/85/74 and Corr.1; ST/IC/85/76; ST/IC/86/4; ST/IC/87/42; ST/IC/88/57; ST/IC/89/10; ST/IC/1990/14; ST/IC/1990/16; ST/IC/1990/34; ST/IC/1990/67; ST/IC/1990/74; ST/IC/1991/3; ST/IC/1991/48; ST/IC/1991/67; ST/IC/1992/2; ST/IC/1992/33; ST/IC/1992/51, ST/IC/1992/58 and ST/IC/1994/5

Symbol	Date issued	Subject	Remarks
ST/IC/ 1993/8	28/1/93	Report on the work of the Panel on Discrimination and Other Grievances	See also ST/AI/308/Rev.1; ST/IC/88/10 and ST/IC/1992/35
1993/14/Add.1	13/1/94	The 1992 Security and Safety Service (Security Service Category) promotion register S-7, S-6, S-5, S-4 and S-3 levels	
1993/18	25/3/93	Membership of the Health and Life Insurance Committee	
1993/20 1993/20/Amend.1	30/3/93 15/4/93	Card access control system at Headquarters	See also ST/SGB/259; ST/AI/333 and ST/AI/387; ST/IC/1992/42 and ST/IC/1992/80
1993/21	31/3/93	Property management	See also ST/AI/97/Rev.2 and ST/AI/374
1993/23	5/4/93	Missions roster	See also ST/SGB/114 and Add.1 and ST/SGB/165; ST/IC/1992/26
1993/25/Add.2	21/12/93	The 1992 General Service promotion register - G-6 level	
1993/26/Add.2	21/12/93	The 1992 General Service promotion register - G-5 level	
1993/27/Amend.1	29/11/93	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1993, and annual enrolment campaign, 3-11 June 1993	Superseded by ST/IC/1994/25
1993/29/Add.2	21/12/93	The 1992 General Service promotion register - G-7 level	
1993/33	14/6/93	Appointments, promotions and other staff changes	1 January - 31 March 1993

Symbol	Date issued	Subject	Remarks
ST/IC/ 1993/34/Add.2	22/11/93	The 1992 Principal Officer (D-1) promotion register	
1993/35/Add.2	22/11/93	The 1992 Senior Officer (P-5) promotion register	
1993/36	6/7/93	Diplomatic pouch automated voice information system	See also ST/AI/368
1993/37/Add.1	7/12/93	The 1992 Second Officer (P-3) promotion register	
1993/38/Add.1	7/12/93	The 1992 First Officer (P-4) promotion register	
1993/40	22/7/93	Membership of the 1993 Field Service Promotion Review Panel	See also ST/IC/1993/43 and Add.1
1993/42 1993/42/Corr.1 1993/42/Add.1	10/8/93 7/12/93 20/9/93	1994 competitive examination for Arabic proof-readers	
1993/43 1993/43/Add.1	24/8/93 19/1/94	The 1993 Field Service promotion register	See also ST/IC/1993/40
1993/45	31/8/93	Official travel agency at Headquarters	
1993/47	2/9/93	Catering services	See also ST/IC/83/50, ST/IC/86/16 and ST/IC/1991/47 (para. 2 only)
1993/48	3/9/93	Financial situation of the Organization	See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74 and ST/IC/1993/68
1993/51	17/9/93	Membership of the Classification Appeals and Review Committee for posts in the Professional category	See also ST/AI/277

Symbol	Date issued	Subject	Remarks
ST/IC/			
1993/52	20/9/93	Revised salary scales for staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters	See also ST/IC/1990/35 (paras.5-6 only), ST/IC/1990/48, ST/IC/1990/66 (para. 4 only) and ST/IC/1994/17
1993/52/Corr.1	27/1/94		
1993/52/Add.1	12/10/93		
1993/53	21/9/93	Introduction of a new personnel action notification form in connection with the implementation of IMIS release I at Headquarters	See also ST/IC/1994/38
1993/60	3/11/93	Post adjustment classification for New York	Superseded by ST/IC/1994/12
1993/61	8/11/93	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	
1993/62	10/11/93	1994 competitive examination for French editors	
1993/63	23/11/93	After-school recreation and study programme for United Nations children	Superseded by ST/IC/1994/32
1993/64	24/11/93	Language proficiency examinations	See also ST/AI/207; ST/IC/1994/14 and ST/IC/1994/26
1993/65	29/11/93	Van Breda medical, hospital and dental insurance	
1993/66	2/12/93	Placement and promotion	See also ST/SGB/267; ST/AI/390 and Corr.1
1993/66/Corr.1	2/2/94		
1993/66/Corr.2	8/8/94		
1993/66/Add.1	2/12/93		
1993/67	3/12/93	Official holidays and closure of Headquarters buildings to the public	See also ST/AI/283

Symbol	Date issued	Subject	Remarks
ST/IC/ 1993/68	7/12/93	December mid-month salary advance	See also ST/SGB/215, ST/SGB/217 and ST/SGB/222; ST/IC/86/17, ST/IC/87/67 and Corr.1, ST/IC/1992/74 and ST/IC/1993/48
1993/69	15/12/93	United Nations/Academic Council on the United Nations System sabbatical leave programme for the academic year 1994/95	
1994/1	13/1/94	Telephone voice mail - installation of a new system	
1994/2	14/1/94	Payment of income taxes (1993/1994)	See also ST/IC/84/80 and ST/IC/87/64
1994/3	21/1/94	First day of issue: "International Year of the Family - 1994" stamps and souvenir cards	
1994/4	27/1/94	United Nations garage - increase in parking fees and reinstatement of a limited number of temporary parking permits	See also ST/SGB/192; ST/AI/349; ST/IC/86/49 (para. 2)
1994/5	27/1/94	Host country travel regulations	See also ST/IC/85/48, ST/IC/85/74 and Corr.1, ST/IC/85/76, ST/IC/86/4, ST/IC/87/42, ST/IC/88/57, ST/IC/89/10, ST/IC/1990/14, ST/IC/1990/16, ST/IC/1990/34, ST/IC/1990/67, ST/IC/1990/74, ST/IC/1991/3, ST/IC/1991/48, ST/IC/1991/67, ST/IC/1992/2, ST/IC/1992/33, ST/IC/1992/51, ST/IC/1992/58 and ST/IC/1993/7

Symbol	Date issued	Subject	Remarks
ST/IC/ 1994/6	16/2/94	Revised base salary scale for staff in the Professional and higher categories and for staff in the Field Service category	See also ST/IC/1994/12
1994/7	17/2/94	Survey of out-of-area expenditures for post adjustment calculation	See also ST/IC/1991/55
1994/8	22/2/94	Absence from work on Friday, 11 February 1994	See also ST/AI/260
1994/9	28/2/94	1994 competitive examination for Arabic interpreters	
1994/10	28/2/94	International Women's Day	
1994/11	7/3/94	First day of issue: 1994 endangered species series	
1994/12	10/3/94	Post adjustment multiplier for New York	See also ST/IC/1994/6
1994/13	14/3/94	Return of United Nations documents and publications	See also ST/IC/1992/76
1994/14	24/3/94	Language proficiency examinations	See also ST/AI/207; ST/IC/1993/64 and ST/IC/1994/26
1994/15	19/4/94	Pensionable remuneration of staff in the General Service and related categories	See also ST/IC/1994/17
1994/16 1994/16/Add.1	4/5/94 30/8/94	Status report, request for payment of dependency benefits and housing assistance information	See also ST/AI/278/Rev.1
1994/17	25/4/94	Revised format of salary scales of locally recruited staff	See also ST/IC/1994/15
1994/18	18/4/94	First day of issue: "Protection for refugees" stamps and definitive stamps	

Symbol	Date issued	Subject	Remarks
ST/IC/ 1994/19	18/4/94	1994 competitive examination for Spanish translators/ precis-writers	
1994/20	18/4/94	1994 competitive examination for Spanish interpreters	
1994/21	21/4/94	Membership of the New York General Service Classification Appeals and Review Committee	See also ST/AI/358 and Amend.1
1994/22	11/7/94	1994 competitive examination for editorial assistants and language reference assistants	
1994/23	4/5/94	Membership of the Working Group of the Technological Innovations Board	See also ST/SGB/245
1994/24	10/5/94	First day of issue: "International Decade for Natural Disaster Reduction" stamps and maximum card	
1994/25	23/5/94	Renewal of the Headquarters medical and dental insurance plans effective 1 July 1994, and annual enrolment campaign, 6-10 June 1994	See annex X of the circular for insurance carrier addresses and telephone numbers for claims and benefit inquiries
1994/26	31/5/94	Language and communication skills training - academic year 1994/95	See also ST/AI/207; ST/IC/1993/64 and ST/IC/1994/14
1994/27	1/6/94	Joint Appeals Board	
1994/28	20/6/94	Electronic mail - automatic message deletion	
1994/29	21/6/94	1994 competitive examination for German translators/precis writers	
1994/30	22/6/94	Access to premises during closure of First Avenue	See also ST/IC/1994/42

Symbol	Date issued	Subject	Remarks
ST/IC/ 1994/31	29/6/94	Fireworks display on Monday, 4 July 1994	
1994/32	11/7/94	After-school recreation and study programme for United Nations children	Supersedes ST/IC/1993/63
1994/33	5/8/94	Arrangements for admission to premises, catering facilities and commercial operations for the forty-ninth session of the General Assembly	See also ST/AI/387; ST/IC/1994/42
1994/34	8/8/94	First day of issue: "Population and Development" stamps and souvenir card and definitive stamps	
1994/35	5/8/94	United Nations Staff Relief Committee for Refugees from Rwanda	
1994/36	11/8/94	Working hours	
1994/37	17/8/94	Membership of the Joint Advisory Committee at Headquarters	See also ST/SGB/200/Rev.1
1994/38	30/8/94	Introduction of a revised interim personnel action notification form prior to the implementation of IMIS release II at Headquarters	See also ST/IC/1993/53
1994/39	12/9/94	Staff day 1994	
1994/40	21/9/94	Membership of the Appointment and Promotion Board and of the Headquarters Appointment and Promotion Committee	
1994/41 1994/41/Amend.1	21/9/94 31/10/94	Membership of the Appointment and Promotion Panel	
1994/42	22/9/94	Access to premises during closure of First Avenue	See also ST/IC/1994/33

Symbol	Date issued	Subject	Remarks
ST/IC/ 1994/43	13/10/94	First day of issue: "Development through Partnership" stamps	
1994/44	21/10/94	Time off for voting on United States election day	